

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Finalization of Executive Permanent Placement

Dear [Candidate Name],

On behalf of [Company Name], I am pleased to formally confirm your transition from your interim executive role to a full-time, permanent position as [Job Title], effective [Start Date].

Over the past [Number] months, your leadership and contributions have had a significant impact on our organization. We are confident that your continued presence on the executive team will be instrumental in achieving our long-term strategic goals.

Your permanent compensation package will include:

- Annual Base Salary: [Amount]
- Executive Bonus Structure: [Details]
- Equity/Stock Options: [Details, if applicable]
- Executive Benefits Package: [Details regarding health, retirement, etc.]

Please find the formal employment agreement attached. We ask that you review, sign, and return the document by [Deadline Date].

We are thrilled to have you as a permanent member of our leadership team and look forward to your continued success with [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]